

Procurement Certification Program

Level 1 Fundamentals Online – Fact Sheet

Overview

The Procurement Certification Program Level 1 *Fundamentals* is now available online! Costing only \$100 per person, this newly developed, interactive course provides users with greater flexibility and accessibility. The benefits of the new online course include:

- 24/7 accessibility, to suit the needs and schedules of individual users
- Providing training opportunities for regional and remote staff
- Training can be completed from participant's desktop
- Cost of training significantly reduced
- Designed to provide individuals with an understanding of how procurement is executed within the Queensland Government
- Supports those responsible for day-to-day purchasing or working with suppliers
- Upon successful completion of the course, you can download your certification online!
- Downloadable PDF study guide – to keep for future reference

For more information on the Procurement Certification Program, please visit the IPAA website (<http://www.nsw.ipaa.org.au/qld-government-procurement-certification-program>).

What does it cost?

The course cost is \$100 (including GST) plus a surcharge fee of \$1.50 if paying by credit card.

How is it different to the existing module?

This is simply an online version of the existing PCP Level 1 *Fundamentals* program which has previously been offered only in a face to face environment. However, it has the most up-to-date information, links and new interactive activities to enhance your learning experience.

How do I access the Level 1 Online?

The course can be accessed via the IPAA website:

<http://www.nsw.ipaa.org.au/courses/2016-2017/qld-PCP-Level-1-Procurement-Fundamentals-online>

Queensland Government employees must seek prior approval from their line manager as registration costs are payable at time of registration.

How do I register and log in?

Step through the registration process via the IPAA website:

- Select "Add to cart" then "Checkout"
- Review course details, check T&Cs checkbox and select "Next"
- Select "Non-Member", then "Log In" if you've previously registered, otherwise select "Continue"
- Complete your details, then click "Next"
- Select your name from "Add attendees", then select "Review"

- Select “Pay by credit card” and complete the payment. **Note:** to receive a receipt that includes the credit card surcharge, please provide your email address when entering your card details and making payment.
- Once you have made payment you will receive an email containing the details needed to log in and your tax invoice and receipt.

Does this course provide formal qualifications?

This is an introductory course that familiarises users with the field of procurement within a Queensland Government context. A PCP Level 1 certification will be issued on successful completion. If required, users can progress through the entire 4 Levels of the PCP which ultimately leads to the award of the *Advanced Diploma Procurement & Contracting*

How long does it take to complete?

There are five modules to complete and each will take approximately 30 minutes.

Do I have to complete the course within a set time period?

It is recommended to complete each of the five modules within a reasonable period to then be able to effectively apply the learnings in day-to-day decision making. Once registered, users will have access to the course materials for a period of 12 months.

Who is the course targeted at?

This course will benefit:

- anyone who wants to understand how Queensland Government does procurement.
- those who are responsible for day to day buying or working with suppliers.

Do I receive a certificate of completion?

Yes. Users can download their PCP Level 1 Certification on successful completion of all five modules of this online training.

Why am I accessing the IPAA website to register for PCP Level 1 Fundamentals?

Queensland Government has a partnership with IPAA to coordinate and manage the delivery of the QLD Procurement Certification Program, comprising Levels 1-4. We remain committed to providing our users with access to the PCP via a one-stop-shop approach.

Is the training still offered face to face?

Agencies can continue to purchase in-house offerings of the PCP Level 1 *Fundamentals* as a face-to-face offering by emailing info@nsw.ipaa.org.au.

Can I access the course once completed?

Yes! Users can log back in for up to 12 months after registering to do the training.